

<p>HR</p>	<p>The HR Generalist (currently Beatrice Momanyi) will begin reviewing applicants for Faculty and Exempt staff positions <b>5</b> working days from the position posting date. The review of Non-Exempt staff positions will begin after <b>10</b> working days.</p>
<p>Department</p>	<p>The Hiring Manager or Search Committee Chair must review and rank all candidates into "Highly Qualified", "Well Qualified" or "Minimally Qualified" in the Applicant Tracking System. Complete the Screening Summary form and submit by e-mail to the Office of Equal Opportunity.</p> <p>To review applicants, rank, and change status of the applicants do the following:</p> <ul style="list-style-type: none"> <li>- Log onto the ATS with you Sycamore login and password</li> <li>- Click on "View/Edit" to access the applicants</li> <li>- To change the status and/or ranking of one applicant, click the "Change Status" link under the Status column in the row corresponding to the applicant.</li> <li>- To change the status and/or ranking of multiple applicants at the same time, check the box below the "All/None" column for each applicant that you wish to change (or click the "All/None" link), and then click the button labeled <b>Change Multiple Applicant Statuses</b>.</li> <li>- Under the "Status" and "ranking" columns there is a drop down menu of the different statuses and/or rankings an applicant could be changed to. Select the new status and/or for each applicant, and then click the <b>Continue to Confirm Page</b> button.</li> <li>- After clicking the <b>Continue to Confirm Page</b> button, you will come to a confirmation page. Select the <b>Save Status Changes</b> button to complete the action.</li> <li>- Hiring Manager or Search Committee Chair, please only change the status of those candidates that you intend to interview to "<i>Affirmative Action Review -Recommended for Telephone Interview</i>" or "<i>Affirmative Action Review - Recommended for On Campus Interview</i>".</li> <li>- If telephone/video interviews are used as a pre-screening tool, after the telephone/video interviews you must change the status of the candidates that you recommend for on campus interview to "<i>Affirmative Action Review - Recommended for On Campus Interview</i>". <b>Please wait for affirmative action approval before proceeding with scheduling of telephone and/or on campus interviews.</b></li> </ul>

Affirmative Action	Approved candidates will have the status of " <i>Affirmative Action -Approved for Interview</i> ". Please follow the same process should there be a need to add more candidates to the interview process
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